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MEMORANDUM FOR ALL ORWG MEMBERS

SUBJECT: Safety

This letter establishes Oregon Wing's safety policy in all aspects of Civil Air Patrol activities conducted within the Wing by units and/or members, regardless of their location.

1. **Goal.** Our ultimate goal is to accomplish all CAP activities, both mission and non-mission related, with zero accidents and mishaps. Accidents and mishaps cause a loss of personnel and assets which we cannot afford if we are to effectively accomplish our Missions for America and the State of Oregon.
2. **The Safety Attitude.** All CAP personnel assigned to Oregon Wing, both senior and cadet, must recognize and accept their individual responsibility in preventing accidents and mishaps. Each member must continually take an in-depth look at their daily activities, assess potential risks, and determine the safest method of mission or task accomplishment. We must remember that "safety is an attitude," and we all must make safety part of our daily lives in order to protect our most precious resources: our members.
3. **Leadership.** Instilling safety is an essential element of leadership that requires continuous commitment to safety in all that we do. As leaders, we are obliged to make safety an indispensable part of all of our activities. We must always look for opportunities to create and foster safe environments as well as develop the "safety attitude" in all subordinates. By intelligently managing risks, we can safely accomplish our assigned missions.
4. **Responsibility.** Although the ultimate responsibility for safety within the wing lies with the Wing Commander, each subordinate unit commander is tasked, by regulation, with the responsibility of insuring that each activity, regardless of the scope or complexity, is completed safely. Risk management techniques must be continually reviewed and applied to all situations. For activities with potentially higher risks, commanders should thoroughly assess the situation before conducting the activity. In the case of routine activities that are conducted under other than routine conditions (inclement weather, unfamiliar surroundings, etc.) commanders should ensure that appropriate risk management assessments are performed to identify specific risks and develop ways to reduce those risks. This may mean finding an alternate way or alternate environment to complete that task or activity. Safety must be an integral part of the planning and execution of all Civil Air Patrol activities. In addition, commanders should emphasize the importance of safety in all that we do, including non CAP activities.

Commanders must:

- Know the members under their command, as well as the capabilities and limitations of each of these members.
 - Monitor the environment for hazards; immediately correct and then report all hazardous conditions.
 - Enforce compliance with all applicable safety and health standards, technical data and procedures; enforce proper use of all equipment.
5. By adhering to these policy guidelines, I am confident we can achieve our goal of zero-mishaps.

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Commander